

City of Freeport
DECEMBER 8, 2015 REGULAR COUNCIL MEETING MINUTES

I. Meeting Opened

The December 8th 2015 Regular Council Meeting was called to order at 7:00 pm by Mayor Russ Barley. The meeting was held in City Council Chambers of Freeport City Hall.

Council members present: Councilman Eddie Farris, Councilwoman Kasey Cuchens, Councilwoman Janice McLean, Mayor Russ Barley and Councilwoman Jennifer Laird.

Staff present: City Attorney Clayton Adkinson, City Planner Latilda Hughes-Neel, City Clerk Rebecca Podraza, Staff Accountant Deborah Wimer-Zills, City Engineer Cliff Knauer and City Engineer Anna Hudson.

II. Invocation and Pledge of Allegiance

The invocation was given by Councilman Farris, followed by the Pledge of Allegiance to the American Flag.

Mayor Barley announced and introduced the new City Clerk Rebecca Podraza. Mayor Barley also announced that the City Planner Latilda Hughes-Neel has been elected chair of the TPO Long Range Planning Committee, which establishes criteria for project placement in the TPO Long Range Plan.

III. Recognition of Guest(s) – none

IV. Approval of Past Minutes

- October 29, 2015 Special Council Meeting – Personnel Issues

Council Action: Councilwoman Cuchens motioned to approve the 10/29/15 Special Council Meeting with correction to page 2. Councilwoman McLean seconded the motion. All ayes; motion carried.

- November 10, 2015 Regular Council Meeting

Latilda Hughes-Neel requested to continue approval to the January 12th meeting in order to review the language on several motions.

- November 16, 2015 Special Council Meeting – City Clerk Interviews/USDA Grants/Water Appropriations/Sewer Employee Vacancy

Council Action: Councilwoman Cuchens motioned to approve the 11/16/15 Special Council Meeting Minutes as presented. Councilwoman McLean seconded the motion. All ayes; motion carried.

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- November 19, 2015 Special Council Meeting- Billing Clerk/Staff Accountant Interviews

Council Action: Councilwoman Cuchens motioned to approve the 11/19/15 Special Council Meeting Minutes as presented. Councilwoman Laird seconded the motion. All ayes; motion carried.

V. Consideration of Additions/Deletions to Agenda

- A. Mayor Russ Barley added the following:
1. Discussion of Staff Accountant Salary
 2. Appointment to WFRPC
 3. Sod for Parks & Recreation
- B. Mayor Russ Barley deleted the following:
1. 331 Partners LSA moved to Dec. 29th, SCM
 2. Introduction of Part Time Recreation Aide continued to January Regular Council Meeting.

VI. Approval of Agenda with Additions/Deletions

Council Action: Councilwoman McLean motioned to approve the Agenda with specified Additions and ~~Deletions~~. Councilwoman Laird seconded the motion. All ayes; motion carried.

VII. Staff Reports

- A. City Clerk Matters
1. Deputy Clerk Latilda Hughes-Neel reported that training of the new City Clerk, Rebecca Podraza is underway and going well.
- B. Staff Accountant
1. Expenditures (Information)

City Accountant, Deborah Wimer-Zills Gave an expenditure summary handout (Attached) along with a summary explanation of expenditures for November 2015. There were no further questions or discussion.
 2. Pay All Bills in Order (Action Requested)

Council Action: Councilwoman Mclean motioned to pay all bills in order. Councilman Farris seconded the motion. All ayes; motion carried.
- C. Planning & Zoning Dept.
1. ~~331 Partners Large Scale Amendment (Action Requested)~~

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D. Legal Matters – none

E. Engineering

1. Engineering Updates

City Engineer Hudson presented updates from Preble-Rish (attached):

- Impact Fee Study
- Planning Tasks
- Sludge Drying Beds at WWTF
- Additional Tasks

2. Fluffy Landing Bid Opening (Action Requested)

Engineer Hudson reported that a bid opening was held but all bids on the Fluffy Landing project came in much higher than the amount budgeted.

Council Action: Councilwoman Cuchens motioned to reject all bids because they significantly exceeded the amount budgeted for the project. Councilwoman Laird seconded the motion. All ayes; motion carried.

3. Request Date for Utility Workshop (Action Requested)

Council Action: Councilwoman Cuchens made a motion to hold a Utility Workshop January 7th at 9:00 am in Council Chambers, Freeport City Hall. Councilman Farris seconded the motion. All ayes; motion carried.

4. US Dept. of Interior Park Lease Update

Scott Brannon presented the update (attached) for the proposed park at Marina Village (aka: Lagrange Bayou Park). Brannon advised the Council that the survey and environmental assessment for the subject property have been completed and accepted by the Bureau of Land Management. Brannon stated that there will be a site visit by the Bureau to the property. Councilwoman Cuchens requested that Councilwoman Laird be included in that meeting as the liaison to Recreation.

F. Water Dept.

The Council reviewed the water report (attached) submitted by Supervisor Larry Tuggle.

Council Action: Councilwoman Cuchens made a motion to increase the Water Supervisor spending limit from \$10,000.00 to \$15,000.00. Councilwoman McLean seconded the motion. All ayes; motion carried.

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G. Sewer Dept.

1. Maintenance Tech/Wastewater position recommendation (Action Requested)

Council Action: Councilman Farris made a motion to approve Byron Anglin for employment as Maintenance Tech/Wastewater. Councilwoman McLean seconded the motion. All ayes; motion carried.

H. Parks Dept.

- ~~1. Part Time Recreation Aide Nick Hughes (Introduction)~~

2. Sod Issue/Freeport Regional Sports Complex

Mayor Barley reported (on behalf of Parks Director Weiler who was not present) that the volunteers could not make headway on the sod installation for the ball field over the weekend. It turned out to be a much bigger undertaking than was expected and they could not finish. She retained a quote to complete the installation in the amount of \$1,550.00.

Council Action: Councilman Farris made a motion to approve the installation of the sod in the amount of \$1,550.00. Councilwoman Mclean seconded the motion. All ayes; motion carried.

VIII. Old Business - none

Bobby Rogers approached the podium at this time. His discussion has been documented under *Public Comments*.

IX. New Business

A. Mayor Russ Barley

1. Mayor Russ Barley made a motion to appoint Councilwoman Kasey Cuchens to WFRPC

Council Action: Councilwoman McLean made a motion to approve the appointment of Kasey Cuchens to West Florida Regional Planning Council (WFRPC). Councilman Farris seconded the motion. All ayes; motion carried.

2. 2016 Holiday Schedule (Attached)

Council Action: Councilwoman Cuchens made a motion to approve the 2016 Holiday Schedule. Councilwoman McLean seconded the motion. All ayes; motion carried.

3. DOC Contract for 2016-2017

Council asked the Mayor to discuss DOC contract/work schedule with DOC Inmate Supervisor and bring information back to next meeting.

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4. Property adjoining & west of City Hall

Mayor Russ Barley met with REMAX regarding the property (See Attached correspondence). He was told the Council would need a commercial property appraisal to get a good estimate. Council requested that the Mayor check on an appraisal and bring information back to the next meeting.

B. Councilwoman Brannon

1. Legislative Matters (Information)

City Planner Latilda Hughes reported that Councilwoman Brannon is very ill and could not attend the meeting. Councilwoman Brannon would like for council to approve hotel/travel to attend Legislative Action Days which begin Feb. 1st 2016. The Florida League of Cities will reimburse the cost.

Council Action: Councilman Farris made a motion to approve payment of travel expenses for Councilwoman Brannon to attend the Legislative Action Days. Councilwoman Cuchens seconded the motion. All ayes; motion carried.

C. Councilwoman Cuchens

1. Planning Board Appointment (Action Requested)

Council Action: Councilwoman Cuchens made a motion to appoint Shaun Arntz to the Planning Board. Councilman Farris seconded. All ayes; motion carried.

D. Councilman Farris

1. Department Heads at All Regular Council Meetings (Action Requested)

Council Action: Councilman Farris made a motion that all Department Heads be required to attend all regular Council Meetings. Councilwoman McLean seconded the motion. All ayes; motion carried.

E. Councilwoman Laird - none

F. Councilwoman McLean

1. Annexation

Councilwoman McLean asked City Attorney Adkinson for the status of the Annexation Initiative Phase II. Attorney Adkinson stated that the Annexation should be finalized by the 2nd meeting in January. City Planner Latilda Hughes-Neel will help with the maps for advertising.

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2. Personnel Handbook

Councilwoman McLean asked the Council to make this a priority. City Planner Latilda Hughes-Neel advised that PMI is close to having the first draft ready for everyone to review. A Workshop Meeting will be set at the next Regular Council Meeting in January.

3. Utility Meetings

The Council discussed the Utility Meetings. Attorney Adkinson advised the Council that if 2 or more of them attended, the meeting would have to be advertised and open to the public.

The Utility Meetings will continue as is for now.

4. Actuary Update/OPED

Councilwoman McLean reported that this update is required every two years. She asked the Council if they wanted to update now or next year. The Council generally agreed to stay on schedule.

X. Public Comment

Bobby Rogers approached the podium regarding the Brandon Oaks Drainage/Septic System. He was requesting that the City press the issue that the homeowners of Brandon Oaks connect to public sewer.

XI. Adjournment

Mayor Russ Barley called for a motion to adjourn. Janice McLean motioned to adjourn. Meeting adjourned at 8:03

Mayor Barley reopened at 8:04 to accommodate a member of the audience who did not hear the meeting adjourn.

The Meeting was reopened. Friday McCormick addressed the Council regarding the emerging problem with the homeless at Marse Landing (Shipyard Road). The Mayor stated that he was aware and was working with Bob Jones to see what programs may be available.

The Mayor Gaveled and the meeting adjourned at 8:05.

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FREEPORT CITY COUNCIL

Mayor

Council President

ATTEST:

City Clerk

APPROVED